

TOWN OF MANSFIELD
FINANCE COMMITTEE MEETING
MINUTES OF NOVEMBER 10, 2014

Members Present: Bill Ryan (Chair), Paul Shapiro, Virginia Raymond

Other Council Members Present: Betty Wassmundt, Alex Marcellino. Betsy Paterson and Toni Moran joined at 6:05pm.

Staff Present: Maria Capriola, Cherie Trahan

1. Meeting called to order at 6:00pm.
2. Approval of the minutes for October 14, 2014

Virginia Raymond requested that the information requested by Betty Wassmundt on the number of businesses in town for the past (3) fiscal years be distributed to all Committee & Council members. Cherie Trahan will attach these documents to these minutes.

Move to approve the minutes of October 14, 2014 by Paul Shapiro. Seconded by Virginia Raymond. Motion passed unanimously.

3. Opportunity for Public Comment – none
4. Staff Reports – Cherie Trahan distributed a communication from Jeff Ziplow, BlumShapiro – Financial & Operational Controls Review – Project Status Update. The Committee discussed the steps that have taken place to date. Jeff Ziplow will attend the Committee's December meeting for a full review of the process to date and upcoming steps.
5. Quarterly Financial Statements dated September 30, 2014 – The Committee reviewed the quarterly financial statements and Cherie Trahan answered various questions. The Committee had a thorough discussion of the health insurance fund and the recent significant increase in claims experience. Maria Capriola will look into the demographics of our workforce and its possible impact on claims. Maria will also look into the demographics of the outlier claims.

Move effective November 10, 2014 to accept, and recommend acceptance by the Council, the Quarterly Financial Statements dated September 30, 2014 as presented by the Director of Finance by Paul Shapiro. Seconded by Virginia Raymond. Motion passed unanimously.

6. Regular Meeting Schedule for 2015

Move effective November 10, 2014 to adopt the Finance Committee Meeting Schedule for 2015 as presented by the Director of Finance by Paul Shapiro. Seconded by Virginia Raymond. Motion passed unanimously.

7. FY 2015/16 Budget Process – Cherie Trahan reviewed the GFOA Distinguished Budget Presentation Awards Program and the evaluation criteria used. In addition the Committee discussed the budget review calendar and process for FY 2015/16. As discussed with Matt Hart previously, departmental program reviews will begin prior to the budget work sessions and will be done at regular Council meetings. This will allow more time to focus on the expenditure details of the budget. Also discussed was the possibility of holding budget work sessions on Saturday mornings rather than multiple evenings per week. Cherie will look into this.

8. Communications/Other business/future agenda items –
- ⇒ Health Insurance Claims followup
 - ⇒ Proposed Salary Transfers for FY 14/15
 - ⇒ Proposed Capital Improvement Budget Adjustments FY 14/15
 - ⇒ Parameters for building permit fee reductions

9. Adjournment. The meeting adjourned at 6:58pm.

Motions:

Motion to adjourn.

Respectfully Submitted,
Cherie Trahan, Director of Finance